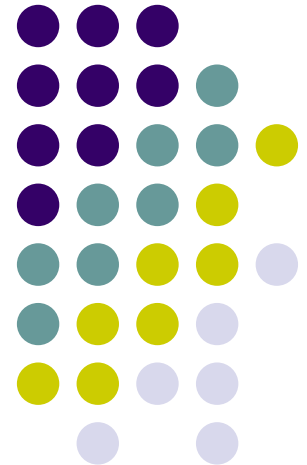


City of San Diego Office of the Auditor & Comptroller

Proposed Office Reorganization

jtorell@saniego.gov



City Auditor & Comptroller



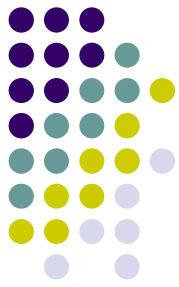
- **Objective:** To realign duties and responsibilities within the Auditor's Office to:
 - Better reflect the office's priorities
 - Enhance timeliness, efficiency and quality of the office's primary business processes
 - Strengthen internal controls over Financial Reporting

City Auditor & Comptroller



- Major elements of the Reorganization:
 - Modifications to organizational structure
 - Review of Auditor & Comptroller Business Processes
 - Re-design processes to improve internal controls, enhance efficiency and effectiveness.

City Auditor & Comptroller



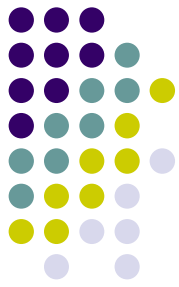
- Organizational Modifications:
 - Establish a new Financial Reporting division and re-align certain tasks among existing divisions
 - Decentralize certain proprietary and intergovernmental accounting activities
 - Establish the position of 'Chief Accountant'

City Auditor & Comptroller



- Review of Major Business Processes:
 - ‘First Tier’ Projects
 - ‘Second Tier’ Projects

City Auditor & Comptroller



- **First Tier Projects:** These four projects are related since they *each have an impact on the timely and accurate preparation of the City's annual financial statements.*
 1. Review of the City-wide internal controls (M.C. 22.0708)
 2. Review and redesign of the CAFR preparation process
 3. Enhancement of reporting capabilities of the City's financial system
 4. Decentralization of proprietary accounting functions

City Auditor & Comptroller



- Internal Control Review (M.C. 22.0708)
 - Departmental Control Activity Self Assessment
 - Control Environment Assessment
 - Organizational Survey
 - Identifying and testing Key Financial Reporting Controls
 - Final Report – Control Evaluations and Recommendations (by January 1, 2006)

City Auditor & Comptroller



- **Second Tier Projects:**

This next level of projects is concerned primarily with reviewing current operations to *improve overall efficiency and effectiveness of our business processes.*

City Auditor & Comptroller



Second Tier Projects:

- ***Methodology*** – Document current process workflow, identify opportunities to automate repetitive tasks, re-engineer process to maximize efficiencies.
- ***Identified projects***
 - City's bill paying process
 - Construction in Progress (Capital Projects) accounting
 - Employee timesheet preparation

City Auditor & Comptroller



- ***Action Items:***

1. Establish three new positions:
 - A. Division Manager
 - B. Chief Accountant
 - C. Financial Systems Analyst
2. Initiate modifications to the city's financial accounting system to provide enhanced access to accounting data for financial reporting and management decision making purposes.

- **Revenue sources:**

Salary savings from vacant positions realized in FY 2005 and announced retirements in FY 2006.

City Auditor & Comptroller



jtorell@sandiego.gov